

Department Of Correction

Official Title: **Student Intern**

Position Type: **Internship**

Posting ID #:: 035

INTERNSHIP INFORMATION

Salary: **Unpaid**

Number of Vacancies: **1**

Location: **NCCI, Gardner, MA**

Internship Track: **Classification & Treatment**

Hours/Schedule: **Flexible**

Duration: **Flexible**

Position Description: **Intern will provide administrative / clerical support to various departments within the institution to assist with such tasks as the handling of information requests, Records Department procedures and treatment / classification operations. The position will provide cross training and exposure to operations regarding Classification, inmate programs, Criminal Offender Record Information (CORI) and institutional security procedures.**

Responsibilities/Major Duties: **Assigned to the Deputy Superintendent of Classification, Programs and Treatment and reporting staff. Maintain schedule adherence. Gain understanding and proficiency in professionalism within a correctional environment.**

Preferred Qualifications: **Completed at least two years of college. Should be organized, motivated, mature and able to handle confidential information. Computer skills required.**

How to apply:**Mail Internship Application to:**

Monserrate Quinones Director, ODEO
Office of Diversity & Equal Opportunity
P.O. Box 946
Norfolk, MA 02056
Fax: (508) 850-7785

For additional information or questions, please contact:

Lori Costa at (508) 850-7783 or email at lori.costa@massmail.state.ma.us

Agency Web Address: <http://www.mass.gov/doc>

An Equal Opportunity/Affirmative Action Employer.

Women, minorities, veterans, and people with disabilities are strongly encouraged to apply.